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| **Minutes:** BTC Ltd Board Meeting |
| **Meeting Date: Wednesday 17th March 2021** |
| **Location: Teams Teleconference** |
| **Time:** 10:00 – 10:58 |
| **Attendees:** Independent Non-Executive Chair (Casting Vote): S Kirkland  Independent Non-Executive Director (Voting): T Humphries  Non-Executive Directors (Voting): L Heyes, D Oliver, M Prewett, R Sergiew  Executive Directors (Non-Voting): K Beddows, T Nicholls, K Walton |
| **Apologies: None**  **Guests:**  None |

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| **Meeting Notes and Agreed Actions** | **Lead Officer/Action** | **Timeframe** | **Attachments** |
| **WELCOME AND INTRODUCTIONS** | | | |
| The Chair welcomed those attending. | Chair |  |  |
| Declarations of Interest | | | |
| None. No updates to Register required. | Chair |  |  |
| Minutes of Last Meeting | | | |
| Minutes of the BTC Ltd Board Meeting held on 2nd November 2020 were checked for content and accuracy. The FD requested that the Self-Assessment minute regarding Service Contracts be amended to reflect that the equipment hire holiday negotiated was 3 months, not 6.  **It was agreed** that, subject to that change, the minutes be accepted as a true and accurate record of the meeting:  Proposed: L Heyes  Seconded: D Oliver  For: Unanimous | Chair |  |  |
| **ACTIONS ARISING** | | | |
| **Action Tracker**  TN explained why we have an action tracker (BDO audit) but that it causes duplication with standing agenda items. SK advised that the purpose of the Action Tracker is to highlight more historical items which have not yet achieved resolution. | Chair/CEO |  |  |
| **Coaching accreditation**  See Action Tracker. | CEO/CD |  |  |
| **Instructor Training Day**  See Action Tracker. | CD |  |  |
| **Insurance**  The FD reported that BTC applied for 850 Indemnities this year compared to 1100 last year.  BTC will renew insurances with our current provider in light of the reduced number of policies taken up last year and also the significantly reduced claims. | FD/CEO |  |  |
| **Self ASSESSMENT – code of governance 2017** | | | |
| **Update on BDO External Audit**  BTC, along with BT and TOL, have yet to receive the results of the BDO External Audit undertaken in December 2019. **Action:** Chair to write to SE contact.  **July 2020 Review of Code of Governance 2017**  BTC continue to undertake self-assessment against the Code.  **Service contracts**  The FD reported that all service contracts are due for review in line with the BTC Ltd Procurement Policy.  The FD further raised the subject of employment contracts for paid Directors (Executive and Non-Executive) being subject to a 40% reduction in the forthcoming year in line with the reduction in funding received from Sport England.  **Action:** The Board was in agreement that this be implemented subject to a budget review being undertaken, inclusive of SE projected funding. | CEO/FD  CEO/INED |  |  |
| Risk Management | | | |
| See Action Tracker. The CEO previously suggested a sub-committee be set up for a full review of our current Risk Register, and that the Board would benefit from an external oversight by TOL. TOL have adopted the BTC Risk Register format, which would confirm that they find it is a model of good practice.  **Action:** All Board members to review the Risk Register and feedback to the CEO.  The Chair asked the Board for their opinion as to the resilience of the Member Organisations with the impending reopening of clubs. Discussion reflected optimism of a bounce back to membership, renewals and new. The FD confirmed that membership is 50% down on this time last year, which is laudable. Board members also described that an ongoing challenge will be the availability of facilities, with inconsistencies in public and private sector providers and some schools reporting that they will not offer premises to external activity providers until September 2021. | CEO |  |  |
| Policies and Procedures | | | |
| The CEO confirmed that NGB updates of COVID-19 guidelines in all Home Countries have been circulated to BTC Member Organisations and posted on the [website](https://www.tkdcouncil.com/images/docs/btc-constitution-051219.pdf) and social media.  Board members expressed that instructors in BTC Member Organisations appreciated the NGB guidance throughout the pandemic. The contribution of Dianne Russell, TAGB, was particularly commended for her contribution and presentation of information. The CEO confirmed that updates for Scotland, Wales and Northern Ireland will be published today after recent updates from the Devolved Administrations. | CEO |  |  |
| **STRATEGY UPDATE** | | | |
| CEO Report | | | |
| The CEO reported to the Board that BTC have still have no formal response to their ‘Return to Play’ submission. BTC have worked with the Combat Sports Group (Karate, Judo, Boxing, Fencing, Wrestling, Aikido, Taekwondo) in negotiations with DCMS. There is also recognition that that work is now redundant as the UK Government’s plan no longer includes Tiers.  The CEO provided the Board with a detailed update regarding Sport NI and TANI. BTC and BT have submitted applications for recognition by Sport NI. Bertie Nicholson and Keith Farrell represented their clubs in TANI and served as officers. Bertie Nicholson has withdrawn from TANI and will fall under the BT application. Keith Farrell, TAGB, wishes TANI to continue. Sport NI requested that both BT and BTC remove their logos from the TANI website and all other communication platforms as it is a conflict of interest. The CEO has written to Keith Farrell to request that this be done. Discussion acknowledged the desire and Agreements which apply in NI, similarly felt in Scotland, and that BTC could consider retitling themselves in the Home Countries.  **Action:** D Oliver and M Dew (TAGB) to contact Keith Farrell.  The Chair and CEO clarified Sport England’s 10 year plan, ‘Unite The Movement’, which will be implemented via 4yr funding cycles. Engaging the population in physical activity and addressing inequalities will feature in delivery programmes. | CEO/FD  DO |  |  |
| Safeguarding | | | |
| The FD (BTC Lead Safeguarding Officer) reported that CPSU will undertake an external audit in May.  **Association Safeguarding Officers – update training**  Currently, 26 delegates are registered to attend this training on 28th March.  **Safeguarding Code in Martial Arts**  See Action Tracker.  Discussion detailed the history of the SCMA, the current situation and identified risks, which Karate find untenable in the operation of clubs, instructors of which they had expelled as not compliant with their standards. | FD |  |  |
| UK Anti-Doping | | | |
| No updates to report. | CEO |  |  |
| **Financial Report** | | | |
| The financial reports are circulated to Board members at the end of every month.  As reported under Service Contracts above, the Executive Directors are charged with undertaking a full budget review to confirm a reduction in the employment contracts and remuneration of paid Directors. | FD/CEO/CD |  |  |
| **TOL Update** | | | |
| The CD reported to Board members that the TOL Directors are working together well under the chairmanship of Joanne Kennedy-Reardon.  TOL are aware of the issues around SCMA, BDO Audit and ITC purporting to be an NGB.  The CEO advised the Board that a meeting will be held on Friday to review the purpose of TOL. The BTC TOL Reps will report on the outcome and the implications for our next SE submission. | TOL Reps |  |  |
| **AOB** | | | |
| LH advised that he has issues opening documents embedded in agendas and minutes. The CEO advised that this should work on the laptop and software provided by BTC but there are known software conflicts when using notepads or other devices. |  |  |  |
| **DATE OF NEXT MEETING** | | | |
| Date of next Zoom meeting to be advised. |  |  |  |